



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

December 21, 2022

REQUEST FOR PROPOSAL

RFP 2022P062

Disaster Cost Recovery

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, December 30, 2022**

Proposals Due: **5:00 P.M. Local Time, January 20, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Nikki Martindale
Deputy Purchasing Director

Municipality of Anchorage (MOA)
Request for Proposal (RFP) – 2022P062
Provide Professional Disaster Recovery Management Services

- Section 1 - General Information
- Section 2 - Rules Governing Competition
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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) desires to engage a firm with experience in the entire scope of post disaster recovery management, including experience working with agencies in support of their recovery efforts under State and Federal aid programs (FEMA and Alaska DHS&EM specifically) including but not limited to those outlined in the Stafford Act.

1.2 Background

As of this RFP writing, the Municipality of Anchorage is actively pursuing the recovery of costs associated with four declared disasters. In chronological order, the disasters were an earthquake in 2018, the covid-19 pandemic first declared in 2020, a rainstorm in 2021, and an avalanche in 2022. All listed disasters except the rainstorm were declared locally, as well as at the State level. The earthquake and the covid-19 pandemic were also declared at the National level.

- 1.) On 11/30/2018, at approximately 0753 AKST, a reported 7.1 Magnitude earthquake occurred in Alaska, with the epicenter located 10 miles north of Anchorage at a depth of 21 miles. The Governor of Alaska verbally declared a State Disaster. An Emergency Declaration was approved by the President of the United States, Donald Trump on 11/30/2018. Category B Public Assistance is authorized to provide

emergency protective measures for the Municipality of Anchorage, Kenai Peninsula Borough, and Matanuska-Susitna Borough. A major Disaster Declaration was approved on 01/31/2019 including Individual Assistance, Public Assistance, and statewide Hazard Mitigation.

- 2.) On 3/11/2020, the Governor of the State of Alaska declared a public health disaster emergency in response to the rapidly spreading covid-19 virus. A day later, the Mayor of Anchorage declared a local civil emergency in response to covid-19. Finally, the federal government declared a major disaster for covid-19 on 3/13/2020. These State and Federal-level disaster declarations activated public assistance from both the State of Alaska and FEMA (as of this writing, these agencies are sharing the public assistance reimbursement costs at a 10% and 90% cost share respectively).
- 3.) On 10/30/2021, a significant rainstorm hit south central Alaska. This caused critical flooding of, and in some cases complete wash out of roads in Girdwood, which is a town within the Municipality of Anchorage. One specific road, Ruane Rd, washed out completely where a river flows under it. Ruane Rd. is the only road access to Girdwood's water and wastewater facility, public refuse dumping site, and storage yard for road maintenance heavy equipment. The State of Alaska declared a disaster emergency on 11/30/2021 for jurisdictions other than the MOA but amended the declaration to include the MOA on 12/27/2021. There is State Public Assistance grant money and hazard mitigation grant money being made available for this disaster.
- 4.) On 3/24/2022, an avalanche occurred in a remote part of the MOA, completely blocking off a road that is the only access into and out of a small neighborhood. The residents of said neighborhood would have been trapped behind the avalanche if not for the MOA taking emergency actions to allow for critical ingress/egress, as well as snow removal. The Mayor of Anchorage declared a local disaster emergency on 3/26/2022, followed shortly by the Governor of Alaska declaring a State disaster on 3/28/2022. The State of Alaska has made public assistance grant money available for this disaster.

1.3 Questions

Any questions regarding this proposal are to be submitted in writing to:

wwpur@muni.org

For ease of identification please identify the project/title number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. Due to time constraints on this

project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 60 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions;
- 2) responsiveness to the RFP requirements;
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of

attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.3) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 **ONE ORIGINAL, single sided unbound, plus six (6) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound, or enclosed in folders/binders as the Proposer chooses.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1, a flash drive containing a PDF copy of the complete proposal, including attachments, is to be provided. If Section 4 of this RFP requires a fee schedule in a separate sealed package, this CD or flash drive shall also contain the fee schedule, and is to be placed in that sealed package thereby avoiding early disclosure of fees.

2.6.3 All copies of the proposals are requested to be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contract will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

3.0 SCOPE OF WORK

General Scope of Services

- Provide technical advisory services related to recovery from emergencies and disasters.
- Develop and implement strategies and technical advice to secure funding and claiming opportunities through insurance, Federal and State programs, and special legislation in order to continue government services to the Municipality of Anchorage during the recovery process.
- Be able to increase and decrease staff and expertise assigned to the engagement quickly and efficiently.
- Develop and submit Federal grant applications, specifically Public Assistance grants, Individual Assistance grants, Hazard Mitigation and/or Community Development Block Grant for Disaster Recovery or mitigation.
- Assist in identifying and capturing eligible costs, reconcile invoices.
- Develop and implement strategies designated to maximize Federal and State assistance.
- Provide expert programmatic and policy advice on State and Federal disaster relief programs.
- Provide procurement assistance to the MOA, interfacing with internal staff, to ensure procurement processes adhere to FEMA Federal grants recovery criteria, including following all Federal procurement regulations as found in 2-CFR 200.317-200.326.
- Manage financial accounting needs, including documentation capabilities needed for full eligibility reimbursement; ability to perform audit capabilities as necessary.
- Provide support for strategic planning and coordination of all recovery efforts.
- Review contracts and purchasing documentation to ensure cost recovery.
- Represent the MOA and attend meetings with MOA, FEMA, AK DHS&EM or other agencies as may be necessary on behalf of the MOA.
- Work with MOA staff to compile a comprehensive list of disaster related repairs, damage mitigation efforts, possible improvements and collect and compile cost documentation.
- Provide assistance and oversight to the MOA with claims or claiming process (insurance and government programs).
- Provide continued interaction and communication with MOA, State and Federal damage assessment teams.
- Work with the MOA to resolve disputes with FEMA, AK DHS&EM, or other agencies as may be necessary, including but not limited to the preparation of appeals.
- Provide education and training to MOA staff that will or may involve the various aspects of disaster recovery, including FEMA documentation requirements, FEMA Public Assistance Program as well as other State and Federal programs, as applicable.
- Provide technical expertise and knowledge related to the Stafford Act.
- Ensure all eligible costs/damages have been identified and reported to insurance, FEMA, and AK DHS&EM in an appropriate and timely manner.

- Provide QA/QC support and general eligibility guidance for all State and Federal grant programs.
- Create and maintain critical contract lists and project tracking mechanisms to include timelines and deadlines.
- Coordinate and manage deliverables with insurance, FEMA, and AK DHS&EM.
- Coordinate after action reporting for real time improvements, and gather information to evaluate emergency and disaster operations to facilitate post-disaster improvement planning.
- Facilitate improvement planning.
- Support the MOA in long-term recovery planning and overall recovery project management.

Detailed Scope of Services

- Provide guidance in recovering reimbursement for the repair and potential replacement of the loss of critical infrastructure.
- Provide guidance in recovering reimbursement for the expanded costs of assimilating a large increase in population. Guidance includes but is not limited to costs related to safety, road maintenance and general services.
- Assist the MOA with establishing programmatic document control, establishing a file retention system and data management processes to ensure disaster records are complete and ready for audit.
- Assist and/or represent the MOA with the implementation of preliminary damage assessments (PDAs) to document the impact and magnitude of the disaster.
- Provide damage site assessment and project worksheet formulation.
- Assist the MOA in insurance claim preparation, coordination and advice through insurance adjustment process.
- Assist the MOA during Applicant's Briefings with FEMA and the State, assisting with relationship development, requesting additional programmatic details and clarifications that will assist the MOA during the grant process.
- Collaborate with the MOA on project formulation, including damage assessments (field team assessment of damages including a comprehensive list of damaged structures, contents, etc.); information gathering (photo-document damages, gather records, drawings, insurance policies, historical photos/videos, etc.); project development (define both small and large projects' scope, size, and damages, including cost estimating, that will be the basis of each Project Worksheet); project submittals (draft and submit small and large project PWs to AK DHS&EM/FEMA).
- Assist the MOA with development of scope and bid packages that align with the project worksheet scope of work and damages.
- Support overall Project Worksheet formulation efforts to include development of damage descriptions, scopes of work, and valid cost estimates.
- Completion and submission of FEMA Project Worksheets on behalf of the MOA.
- Assist in compiling and summarizing Category A through G costs and preparing support documentation for presentation to FEMA and the State.

- Compile appropriate data and then categorize MOA losses: FEMA Categories A through G.
- Assist with the management of FEMA and/or other federal grants and AK DHS&EM coordination along with the MOA, arranging for routine status/action plan meetings, establishing priorities, scope changes and updates at meetings.
- Assist the MOA with AK DHS&EM/FEMA and/or other Federal grant quarterly reporting.
- Generate time extension requests to FEMA and/or for other Federal grants and AK DHS&EM when necessary so that PW eligibility is not forfeited.
- Generate PWs amendments requesting changes as agreed through resolution discussions or first appeals.
- Assist with the submittal of first and second appeals to FEMA should the MOA disagree with the FEMA formulated PWs.
- Assist the City with the closeout of PWs, both large and small, including the review and preparation of final closeout packages for completed work.
- Develop improved and/or alternate project requests for AK DHS&EM and FEMA and/or other Federal grants.
- Develop Sandy Recovery Improvement Act (SRIA) alternative arrangement projects as soon as possible to streamline the recovery process within established FEMA timelines.
- Identify and prepare hazard mitigation proposals, grant applications, and benefit cost analysis for interested residential property and non-residential owners.
- Provide post-award grant administration to include intake of required property specific information and necessary forms including a voluntary participation notice, submission of environmental and historical compliance information, individual maps and photos.
- Identify potential improvements and maximize public assistance Section 404 and 406 Mitigation funding.
- Assist in identifying and evaluating opportunities for hazard mitigation programs under FEMA Section 404 and 406 Hazard Mitigation.
- Develop Section 406 Hazard Mitigation Proposals where mitigation actions can minimize future disaster impacts.
- Develop Section 404 Hazard Mitigation strategies providing staff experienced in the use of FEMA BCA tools and methodologies that can minimize future disaster impacts.
- Prepare Section 404 and 406 grant HMP program Notices of Interest (NOIs) and assist in filing NOIs.
- Prepare Section 404 and 406 grant program grant applications and assist in filing such applications.
- Coordinate and interface with engineering and design efforts for the repair and/or reconstruction of damaged infrastructure that will comply with FEMA eligibility and cost reasonableness, including oversight of the repair and/or reconstruction efforts to ensure FEMA's Public Assistance grant is clearly defined and implemented.

- Create and maintain engineering plans, projections, and cost estimates for projects that require that level of detail.
- Assist with the procurement of architectural and/or design firms. Guide the selected firm(s) through FEMA's Public Assistance grant and/or other Federal grants funding requirements and criteria.
- Provide technical expertise and knowledge regarding 24 CFR Part 570 including development of an unmet needs assessments for all HUD related programs.
- Assist in developing a HUD Action Plan for Disaster Recovery and amendments.
- Assist with HUD grant and activity project management, policies, and contractor oversight.
- Assist with HUD grant and project reporting and maintaining files.
- Provide technical assistance regarding HUD requirements regarding public facilities including FEMA match programs, Stafford Act and Davis Bacon Act requirements.
- Provide technical assistance relative to eligible CDBG activities including environmental reviews.

3.1 Individual Assistance: General Scope of Work and Objectives.

The Contractor will provide well-trained, experienced, and preferably certified damage assessment estimators to assist the MOA during the response, recovery phases of a disaster and may include MOA OEM Emergency Operation Center (EOC) as work location. Contractor personnel will be required to assist the MOA with some or all, but not limited to, the following duties as directed by the OEM Director or other MOA designated representative:

- Meet with MOA OEM staff to review scope of work, inspection guidelines and estimating format to be used.
- Develop deployment plan and methodology for order of inspections.
- Coordinate with MOA OEM or designee, prior to deployment, to establish dates and times for telephonic conference calls to provide update on inspection progress, status and issues while deployed.
- Develop a detailed cost estimate and Scope of Work for work items necessary to repair the essential living area of damaged residential structure. Estimates should be supported by a valid cost estimating methodology, i.e., RS Means, Xactimate, MSB, etc..
- Provide photographs of disaster related real property damage.
- Provide photographs of disaster related personal property, i.e., household furnishings, appliances, clothing, etc..
- Provide photographs of disaster related transportation, i.e., ATVs, boats, snowmobiles, etc..
- Verify the residential structure is unlivable due to one of the following:
 - Residence is destroyed.
 - Essential living area as defined by FEMA is damaged as a result of the disaster to such an extent as to constitute a serious health or safety hazard that did not exist before the disaster.

- Declare whether the house is repairable or requires replacement.
- Provide separate written documentation and reports for each applicant. Inspection report to include photos and cost estimates for each applicant.
- Verifier will use own measurement tools, camera or other products used for documentation and estimating.
- Provide a comprehensive report outlining damages for each claim to MOA staff within 5 working days after inspection.
- Meet with MOA OEM or designee, for a post-deployment meeting.
- Perform activities as needed to assist disaster survivors with the application process by telephone, online, and in-person.
- Perform case or grant management activities under state guidance.
- Prepare case or grant management files for further action i.e. payments, requests for information, close-out, etc.
- Perform data and information management activities.

3.1.1 Specific Considerations.

- Individual and Family Grant: Identify if reported personal property and transportation losses are economically repairable or if repairs will exceed the actual cash value of the item/vehicle.
- Temporary Housing: Establish an average estimated timeframe to complete all work necessary to repair disaster related damages for each of the identified homes in the affected communities.
- Transportation: Verify and provide number of all operational vehicles in household, to include land and watercraft.

3.2 Public Assistance Technical Specialists: General Scope of Work and Objectives.

The Contractor will provide a well-trained staff of personnel to provide Public Assistance Technical Specialist level assistance to the MOA during response and recovery phases of disasters and may include MOA OEM Emergency Operation Center (EOC) as work location. Contracted Technical Specialists will assist MOA staff who may be sent to respond to an emergency or emergencies.

Contractor personnel will be required to assist the MOA with some or all of the following duties as directed by the OEM Director or other MOA designees:

- Participate in Applicant Briefing and Kick-Off Meetings.
- Identifying potential departments and contacts to participate in the program.
- Disseminating and tracking requests for assistance with Public Assistance for MOA.
- Provide MOA with eligibility oversight.
- Plan completion of projects in accordance with MOA priorities.
- Advocate for maximum benefits for MOA with State and FEMA.
- Advising MOA on resolving issues with State and FEMA.

- Provide customer service and technical assistance to MOA in regard to Project Worksheets (PWs) through direct communication and regular meetings when necessary.
- Inspect damage and develop a scope of work and cost estimate for assigned projects using the best available information.
- Advise on Section “406” hazard mitigation opportunities.
- Address special considerations on all projects.
- Write quality project worksheets (PWs) that incorporate a complete scope of work, damage description, and accurate cost estimate.
- Review PWs drafted by FEMA staff for Quality Assurance purposes and resolving issues prior to approval and funding.
- Ensure that technical assessments are done when required.
- Provide eligibility recommendations to the MOA OEM.
- Document issues and decisions made with the applicant and submit to the MOA OEM.
- Plan, discuss, and request all necessary documentation for each PW with MOA.
- Obtain an operational briefing from the MOA OEM to ensure an accurate understanding of incident needs, status, and objectives.
- Review Preliminary Damage Assessment (PDA) data and identify major Public Assistance (PA) issues.
- Providing other Public Assistance services as directed by the MOA OEM as long as such services do not increase staffing levels or costs beyond the contract not to exceed amount.
- Assist the MOA in developing an approach to filing and tracking all costs.
- Review documentation prepared by the applicants.
- Prepare weekly reports.
- Attend meetings as assigned.
- Perform case / grant management activities under local, state and federal guidance.
- Prepare case / grant management files for further action i.e. payments, requests for additional information, close-out, etc.
- Perform FEMA grant portal and electronic tracking activities.
- Participate in the development of operational plans for the next period.

3.2.1 Operational Public Assistance Technical Specialists Tasks.

The Contractor, and or their individuals who will be performing emergency public assistance work for the MOA as Public Assistance Technical Specialists shall recognize and accept the following operational and public assistance tasks and duties:

TASK 1: Perform Operational Activities

- Participate in Applicant Briefing and Kick-Off Meetings.
- Plan completion of projects in accordance with MOA OEM priorities.
- Advocate for maximum benefits with State and FEMA.
- Advising MOA OEM on resolving issues with State and FEMA.

- Provide customer service and technical assistance to MOA in regard to Project Worksheets (PWs) through direct communication and regular meetings when necessary.
- Inspect damage and develop a scope of work and cost estimate for assigned projects using the best available information.
- Address special considerations on all projects.
- Write quality PWs that incorporate a complete scope of work, damage description, and accurate cost estimate.
- Ensure that technical assessments are done when required.
- Provide eligibility recommendations to the MOA OEM.
- Document issues and decisions made with the MOA and submit to the State or for inclusion in the Case Management File (CMF).
- Plan, discuss, and request all necessary documentation for each PW.
- Obtain an operational briefing from the MOA OEM to ensure an accurate understanding of incident needs, status, and objectives.
- Review Preliminary Damage Assessment (PDA) data and identify major Public Assistance (PA) issues.
- Participate in the development of operational plans for the next period.

TASK 2: Perform General Public Assistance Technical Specialist Duties

- Provide technical assistance to MOA on 406-hazard mitigation.
- Conduct benefit-cost analysis on hazard mitigation proposals submitted with PW when applicable.
- Brief MOA department contacts on mitigation.
- Recommend to the MOA OEM, eligibility determinations and cost effectiveness of hazard mitigation proposals on PWs.
- Coordinate with the MOA OEM to conduct site inspections to identify opportunities for hazard mitigation.
- Provide the MOA technical assistance on insurance.
- Coordinate with the MOA, State and FEMA Insurance Specialist to review existing insurance policy, determine damages covered, and anticipate insurance proceeds.
- Coordinate with the MOA, State, and FEMA Insurance Specialist to review insurance adjustor's report and other documentation if available to determine actual insurance payments.
- Recommend to the MOA OEM the reduction of PW costs for actual insurance proceeds, if available, or anticipated insurance proceeds.
- Review PW to determine if the facility is damaged by flooding and within the 100-year flood plain.
- Recommend to the MOA OEM the reduction of the PW costs based on the National Flood Insurance Program (NFIP) standard insurance policy, if applicable.
- 2.1.12 Recommend to the MOA OEM the type and amount of insurance the applicant will be required to purchase as a condition of the grant.

3.3 Mitigation Technical Specialist. General Scope of Work and Objectives

The Contractor will provide a well-trained staff of personnel to provide Hazard Mitigation Technical Specialist level assistance to the MOA during recovery from disasters and may include MOA OEM Emergency Operation Center (EOC) as work location. Contracted Technical Specialists will assist MOA staff who may be sent to respond to an emergency or emergencies.

Contractor personnel will be required to assist the MOA with some or all of the following duties as directed by the OEM Director or other MOA designees:

- Identifying potential departments and contacts to participate in the Hazard Mitigation Grant program(s) consistent with the FEMA approved local mitigation plan.
- Obtain an operational briefing from the MOA OEM to ensure an accurate understanding of incident needs, status, and objectives.
- Disseminating, tracking, and following up with requests for assistance with mitigation for MOA.
- Provide MOA with grant eligibility oversight in coordination with MOA OEM.
- Plan completion of grant applications in accordance with MOA priorities.
- Advocate for maximum benefits for MOA with State and FEMA.
- Advising MOA on resolving issues with State and FEMA.
- Provide customer service and technical assistance to MOA in regard to mitigation grant applications through direct communication and regular meetings when necessary.
- Develop complete applications including but not limited to scope of work, cost estimate, and cost benefit analysis (if required) for mitigation grants using the best available information.
- Advise on Section 406, 404, and other available hazard mitigation assistance opportunities.
- Address special considerations on all proposed mitigation grants.
- Write quality grant applications that incorporate a complete scope of work, damage description, and accurate cost estimate.
- Review applications for Quality Assurance purposes and resolving issues prior to approval and funding.
- Ensure that technical assessments are done when required.
- Provide eligibility recommendations to the MOA OEM.
- Document issues and decisions made with the applicant and submit to the MOA OEM.
- Plan, discuss, and request all necessary documentation for each mitigation grant with MOA.
- Review available damage history and data and identify major mitigation grant issues.
- Participate in the development of strategic recovery management for application period.
- Providing other Hazard Mitigation services as directed by the MOA OEM as long as such services do not increase staffing levels or costs beyond the contract not to exceed amount.
- Assist the MOA in developing an approach to filing and tracking all costs.

- Prepare weekly reports.
- Attend meetings as assigned.
- Perform case / grant management activities under local, state and federal guidance.
- Prepare case / grant management files for further action i.e. payments, requests for additional information, close-out, etc.
- Perform FEMA grant portal and electronic tracking activities.

3.3.1. Operational Hazard Mitigation Technical Specialists Tasks. The Contractor, and or their individuals who will be performing hazard mitigation work for the MOA as Hazard Mitigation Operations and Technical Specialists shall recognize and accept the following operational and technical specialist tasks and duties:

TASK 1: Perform Operational Activities

- Participate in Applicant Briefing and Kick-Off Meetings.
- Plan completion of projects in accordance with MOA OEM priorities.
- Advocate for maximum benefits with State and FEMA.
- Advising MOA OEM on resolving issues with State and FEMA.
- Provide customer service and technical assistance to MOA in regard to hazard mitigation grants through direct communication and regular meetings when necessary.
- Develop complete grant applications including but not limited to a scope of work, cost estimate, and benefit cost analysis (if required) for assigned projects using the best available information.
- Address special considerations on all projects.
- Ensure that technical assistance is provided are done when requested.
- Provide eligibility recommendations to the MOA OEM.
- Document issues and decisions made with the MOA and submit to the State or for inclusion in the Case Management File (CMF).
- Plan, discuss, and request all necessary documentation for each project application.
- Obtain an operational briefing from the MOA OEM to ensure an accurate understanding of incident needs, status, and objectives.
- Review Preliminary Damage Assessment (PDA) and identify major mitigation opportunities or identify repetitive losses.
- Participate in the development of operational plans for strategic recovery management for the application period.

TASK 2: Perform General Public Assistance Technical Specialist Duties

- Provide technical assistance to MOA on 404 and 406-hazard mitigation.
- Conduct benefit-cost analysis on hazard mitigation proposals submitted when applicable.
- Brief MOA department contacts on mitigation.
- Recommend to the MOA OEM, eligibility determinations and cost effectiveness of hazard mitigation proposals on PWs.

- Coordinate with the MOA OEM to conduct site inspections to identify opportunities for hazard mitigation.
- Provide the MOA technical assistance on insurance.
- Coordinate with the MOA, State and FEMA Insurance Specialist to review existing insurance policy, determine damages covered, and anticipate insurance proceeds.
- Coordinate with the MOA, State, and FEMA Insurance Specialist to review insurance adjustor's report and other documentation if available to determine actual insurance payments.
- Recommend to the MOA OEM the reduction of PW costs for actual insurance proceeds, if available, or anticipated insurance proceeds.
- Review PW to determine if the facility is damaged by flooding and within the 100-year flood plain.
- Recommend to the MOA OEM the reduction of the PW costs based on the National Flood Insurance Program (NFIP) standard insurance policy, if applicable.
- Recommend to the MOA OEM the type and amount of insurance the applicant will be required to purchase as a condition of the grant.

3.4 Work Related Information

3.4.1 Availability of Contractor Staff.

The Contractor must have the ability to communicate and mobilize with MOA within 24 hours upon receipt of a Delivery Order, 7 days a week, 365 days a year.

When possible, MOA will attempt to notify the Contractor of a pending deployment with available information on the type of staffing that will be required. However, the Contractor must not actually deploy staff or incur any costs until a written Delivery Order has been received from the MOA. The MOA will not be responsible for any costs incurred by a Contractor acting without a written Delivery Order signed by an authorized MOA representative.

3.4.2. Staffing.

The contract does not provide for any set number of staffing or required length of deployment. Generally, a minimum of two Contractor staff will be required for 30 to 90 calendar days to support a project. However, the actual number of staff required and length of deployment will be determined by the MOA and detailed in the Delivery Order for the project.

3.4.3. Work Schedule.

The work schedule will be jointly agreed to between the Contractor's staff and MOA OEM Director, or designee. Contractor staff will be working primarily at the MOA OEM EOC located within Anchorage, Alaska.

For the purpose of this RFP, and any contract resulting from this RFP, “Anchorage, Alaska” is within the established boundary of the Municipality of Anchorage to include the established boundaries for the cities of Eagle River, Chugiak, Girdwood, etc.

3.4.4. Shifts.

Emergency or disaster operational shifts are generally 12 hours long, 24 hours a day, 7 days a week during an emergency. Contractor staff may be required to provide services at any time during this period. If Contractor staff will be working in a Emergency Operation Center, the contractor’s support hours will be mutually agreed to between the Contractor’s staff and MOA OEM Director or designee.

3.4.5. Wages.

The first consecutive 8 hour period worked will be straight time based upon the flat hourly rate offered and accepted by the MOA. Work performed after the first consecutive eight hours will be paid at 1.5 times the flat hourly rate. Holidays worked will be paid at twice the flat hourly rate. No offsets in pay will be made for swing-shift or mid-shift hours worked.

3.4.6. Holidays.

3.4.6.1. State Holidays. If the project is deemed a State project, or is State funded, the State of Alaska recognized holiday(s) for the holiday being worked will apply to the contracted flat hourly rate. For the purpose of a contract resulting from this RFP, the State of Alaska recognizes the following holidays: 01/01, New Year’s Day; 01/19, Martin Luther King Jr’s Birthday; 02/16, President’s Day; 03/30, Seward’s Day; 05/25, Memorial Day; 07/04, Independence Day; 09/07, Labor Day; 10/18, Alaska Day; 11/11, Veteran’s Day; 11/26, Thanksgiving Day; and 12/25, Christmas Day. The actual dates these holidays are celebrated will be shown on the current State of Alaska calendar. A copy of this calendar can be downloaded at the following website: <http://doa.alaska.gov/calendar/>

3.4.6.2. Federal Holidays. If the project is deemed a Federal project, or is Federally funded, the Federal recognized holiday(s) for the holiday being worked will apply to the contracted flat hourly rate. For the purpose of a contract resulting from this RFP, these holidays will be as follows: 01/01, New Year’s Day; 01/19, Birthday of Martin Luther King, Jr.; 02/16, Washington’s Birthday; 05/25, Memorial Day; 07/04, Independence Day; 09/07, Labor Day; 10/12, Columbus Day; 11/11, Veteran’s Day; 11/26, Thanksgiving Day; and 12/25, Christmas Day. The actual dates these holidays are celebrated will be shown on the current US Government Office of Personnel Management website: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>.

3.4.7 Invoicing. The contractor shall send invoices to the MOA in a timely manner every 30 days during longer assignments, and no later than 30 days after services rendered for shorter assignments.

3.4.8. Completion of Service.

MOA OEM will determine when Contractor assistance is no longer required and will provide written notice of the termination of services and effective date of termination as soon as reasonably possible.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed (25) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to two (2) pages).

- 4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4.3.3 Provide a statement that your firm is compliant with the requirements of Section 2.13 Equal Employment Opportunity Contract Compliance.
- 4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Selection Criteria

- 4.4.1 Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.4.2 Project Engineer/Manager

Provide detailed information on the qualifications and experience of the Project Engineer/Manager as it relates to the required services. Include project reference contact name(s) and telephone number(s).

4.4.3 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the Scope of Work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned.

4.4.4 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.

4.4.5 Costs

Please fill out the cost worksheet (Attachment B) and submit it with your proposal.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	30 points
2. Project Engineer/Manager	10 points
3. Methodology/Approach	25 points
4. Available Resources	5 points
5. Cost	30 points
Total Points Available	100 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor, if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the criterion. This process would be repeated for each criterion.

5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators’ scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality’s best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT A). The successful Proposer shall be required to enter into a Contract with the Municipality of Anchorage, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously on and include two copies of changes attached with the Original Proposal. This may be in a sealed envelope if desired. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The Proposer must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE PROPOSER MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE MUNICIPALITY OF ANCHORAGE. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

8.0 ATTACHMENTS

Attachment A – Sample Contract
Attachment B – Cost Worksheet
Attachment C - FEMA Requirements